

Federal Advisory Committee (FAC) Membership Balance Plan

Please read the [Federal Advisory Committee Membership Balance Plan Guidance](#) prior to completing this form

U.S. DEPARTMENT OF THE INTERIOR
(1) FEDERAL ADVISORY COMMITTEE NAME <i>State the legal name of the FAC</i>
Invasive Species Advisory Committee
(2) AUTHORITY <i>Identify the authority for establishing the FAC</i>
Executive Order 13112, February 3, 1999
(3) MISSION/FUNCTION <i>Describe the mission/function of the FAC</i>
<p>To provide advice to the National Invasive Species Council (NISC) concerning its mandate to: 1) coordinate State and Federal agency activities on invasive species; 2) revise and update the National Invasive Species Management Plan; 3) encourage planning and action at local, Tribal, State and regional levels; 4) develop recommendations for international cooperation in addressing invasive species; 5) develop, in consultation with the Council on Environmental Quality, guidance to federal agencies pursuant to the National Environmental Policy Act (NEPA) on invasive species matters; 6) facilitate development of a coordinated network to document, evaluate and monitor impacts from invasive species; and 7) facilitate the coordination of information sharing.</p>
(4) POINTS OF VIEW <i>Based on understanding the purpose of the FAC,</i> <i>(a) describe the process that will be used to ensure the committee is balanced, and identify the categories (e.g. individual expertise or represented interests) from which candidates will be considered;</i> <i>(b) consider identifying an anticipated relative distribution of candidates across the categories; and</i> <i>(c) explain how a determination was made to appoint any individuals as Special Government Employees or Representative members</i>
<p>Invasive species may be animals, plants or pathogens or parasites. They occur in every region of the U.S, and often enter the country from international sources. Executive Order 13112 (EO), created the Invasive Species Advisory Committee (ISAC) to represent a wide range of expertise and stakeholder interests as well as geographic regions. The EO mandates the ISAC to address cooperation at the state, local and tribal levels.</p> <p>(a) The ISAC Charter specifies a wide range of expertise and stakeholder interests that should be reflected many members, including representatives of state, tribal and local governments as well as a wide range of stakeholder interests including environmental organizations, industry, academia and other interests.</p> <p>(b) The ISAC charter also includes two term limits for its members who are selected during rotating nomination cycles to ensure a continuous influx of new members, while also maintaining continuity. NISC staff members provide a full analysis of the interests represented by current, outgoing and prospective members. The 13 NISC departments and agencies, which provide input from a broad cross-section of the federal government, all provide their candidate preferences for selection of new ISAC members. In addition, NISC staff and co-chair Policy Liaisons from DOI, USDA, and DOC analyze and deliberate on the balance of view points, interests, geography, expertise and state, local and tribal governments. The ISAC charter allows a maximum of 30 members in order to provide for the very diverse range of interests are impacted by the issues presented by invasive species.</p>

(c) Upon the creation of ISAC in 1999, DOI committee management officials made the determination to designate ISAC members as Representatives, rather than Special Government Employees.

(5) OTHER BALANCE FACTORS

List any other factors your agency identifies as important in achieving a balanced FAC

NONE

(6) CANDIDATE IDENTIFICATION PROCESS

Summarize the process intended to be used to identify candidates for the FAC, key resources expected to be tapped to identify candidates and the key persons (by position, not name) who will evaluate FAC balance. The summary should:

- (a) describe the process*
- (b) identify the agency key staff involved (by position, not name)*
- (c) briefly describe how FAC vacancies, if any, will be handled by the agency; and*
- (d) state the membership term limit of FAC members, if applicable*

(a) Candidates are identified through announcement in the Federal Register of a 60-day open nomination period, during which interested individuals are invited to apply. Potential candidates are also identified through suggestions from current and previous committee members, as well as through the widely distributed NISC Newsletter.

(b) NISC Policy Liaisons review the qualifications of all candidates with decision makers in their representative departments and agencies, and provide to NISC staff their list of selected candidates. Note the total number of candidates selected by each of the NISC agencies depends upon the number of vacancies to be filled. A tally is completed of the number of votes received by each candidate, resulting in a proposed slate of nominees. NISC staff and co-chair Policy Liaisons from DOI, DOC and USDA review the slate and determine committee balance.

(c) when vacancies occur, interim members are selected by NISC Policy Liaison consensus, and thoroughly vetted prior to appointment by the Secretary. Interim members are appointed until completion of the vacated term only.

(d) ISAC members are limited to two consecutive three-year terms.

(7) SUBCOMMITTEE BALANCE

Subcommittees subject to FACA should either state that the process for determining FAC member balance on subcommittees is the same as the process for the parent FAC, or describe how it is different*

**This is relevant to those agencies that require their subcommittees to follow all FACA requirements.*

ISAC subcommittees are open to individuals with relevant expertise to facilitate the subcommittee's purpose. All subcommittees report to the parent committee, which reviews all work products (i.e., white papers, etc.) drafted by the subcommittee.

(8) OTHER

Provide any additional information that supports the balance of the FAC

NONE

(9) DATE PREPARED/UPDATED

Insert the actual date the Membership Balance Plan was initially prepared, along with the date(s) the Plan is updated

Prepared on July 31, 2012 as a supplement to the current ISAC Charter, currently pending renewal in 2012.